

**COMPENSATION BOARD  
LIDS ADVISORY COMMITTEE  
MINUTES**



Regular Meeting.....August 13, 2003  
Location.....Portsmouth Sheriff's Academy  
1725 Green Street  
Portsmouth, Virginia 23704

Present.....Alice Coe, Compensation Board  
Anne Wilmoth, Compensation Board  
Sue Kelly-Graham, Compensation Board  
Anna Earnhardt, Portsmouth City Jail  
Peggy Gebauer, Roanoke City Jail  
Felicia Berger, Department of Corrections  
Karen Day, Danville City Jail  
Carol Moye, Prince William/Manassas Regional Jail  
Jane Beamon, Western Tidewater Regional Jail  
Reginald Tinsley, Richmond City Jail  
Patty Leonard, Rappahannock Regional Jail  
Ron Wise, Alexandria City Jail

Absent.....Oliver Bradshaw, Compensation Board  
Charlie Gray, Virginia Beach City Jail  
Tina James-Carrier, Petersburg City Jail  
F. Glen Aylor, Central Virginia Regional Jail  
James Creech, Virginia Criminal Sentencing Commission  
Debbie Hamlet, Blue Ridge Regional Jail

**9:00 a.m. Wednesday, August 13, 2003**

Portsmouth Sheriff's Academy, 1725 Green Street, Portsmouth, Virginia 23704

**I. Opening Remarks**

Anna Earnhardt and Lt. Mike Dixon welcomed Committee to their facility.

Alice Coe, Anne Wilmoth and Sue Kelly-Graham thanked Anna Earnhardt and Lt. Dixon for hosting the meeting, providing breakfast and lunch, and thanked Ms. Earnhardt for arranging the meeting.

**II. 6-12-03 Minutes**

Committee approved Minutes. No changes.

**III. LIDS Enhancement Update**

- Forms
  - a. Restructuring/group of Forms Maintenance Reports
- Inquiry
  - a. Insurance number inquiry needs to have the capability to search by name – goal is December 31, 2003.
- Reconciliation
  - a. Financial reconciliation needs to change so they can view details of adjustment-by-adjustment category – goal is September 30, 2003.
- Billing Report Logic for Federal Inmates
  - a. Charlie Gray of Virginia Beach City would like the day count changed in LIDS. The report will be placed in test mode for CIDH for testing. Completed - in production. Pamunkey Regional Jail recommended that dollars show – this change will be made.
- Report Request
  - a. Charlie Gray of Virginia Beach City requested detainer report be developed that lists inmates having detainers. Anne Wilmoth, Compensation Board, placed the detainer report in test mode CIDH on LIDS for member testing.
  - b. Per Diem Reimbursement report will be added to Forms Maintenance menu under Financial reports and Reconciliation reports.
- FIPS 888 Out of State/Federal Inmates – Mary Payton, Norfolk City Jail
  - a. Committee voted to include Reason Confine codes 73 (Held for Federal Authority/District of Columbia), 74 (Held for Out of State Authority), and 79 (Held for Out of State Holds and/or Overnight Transports) with the 888 (unspecified) hold – goal date is September 30, 2003
- Update Offenses – Cindy, Angle, Montgomery County
  - a. When updating one offense, give the ability to press Enter and automatically go to the next offense. Committee approved adding a tag to update offenses – goal date is October 31, 2003.
- Enhancement to Financial Reconciliation Screen – Alice Coe, Compensation Board recommended
  - a. Will require LIDS user testing. Committee approved – goal date is March 31, 2004.

**IV. Forwarded/Continued from last meeting**

- LIDS Enhancements
  - a. Altering the possible error report and the data integrity report so that if a sentence length is not within the sentencing guidelines, it will kick out as a possible error/data integrity issue. Karen Day and Patty Leonard volunteered to send Alice Coe and Anne Wilmoth samples of commitment orders from magistrates that gives one sentence for a multiple number of offenses. *Progress report update at the November 2003 meeting.*
  - b. Sentence Length Within Sentence Guidelines analysis and program revisions. *Progress report update at the November 2003 meeting.*
- Good Time Fields. Should they be expanded to include hours? Committee agreed to leave fields as days.
- Disposition to show the balance of a suspended sentence – La'Shawn Knox, Alexandria City. Anne Wilmoth, Compensation Board, will contact Rosa Ammons, Alexandria City, to obtain more information and to see if this is still necessary. Committee voted no.
- Debbie Hamlet, Blue Ridge Regional Jail, asked how to code out Jail Contract Bed inmates ('26 – Work Release and/or Work Release – requested the need for LIDS to reimburse the additional \$14 per diem for Jail Contract Bed (JCB) inmates released to stay overnight in a local emergency medical and/or hospital using Release Reason Code '45' - To Emergency Medical Hospital/Local Medical Center and rebooking on LIDS using Reason Confined Code '37' - Held in a Local Emergency Medical and/or Hospital). LIDS was updated to continue reimbursing the additional \$14 per diem if the JCB inmate is released from LIDS using Release Reason Code '45', and using Reason Confined Code '37' to rebook the inmate in LIDS. The Forms Maintenance JCB report will pull from both categories when it reports inmates in JCB status.

**V. New Issues**

- a. Restructuring/grouping of Forms Maintenance reports
  - i. Committee worked towards regrouping Forms Maintenance Menu. To date, the following groupings have been suggested. Auditor query reports were discussed and approved to be added to LIDS Forms Maintenance in the future. The modifications below will be discussed further at our November meeting with hopes of having it in place by 12/31/03:

<b>FINANCIAL</b>	<b>RECONCILIATION</b>
DOC Inmate Pre-Release Program Felon Day State Responsible Held by Agreement Jail Contract Bed (JCB) Inmates Monthly Billing Report – FEDS ONLY Monthly Billing Report Monthly Financial Detail Payment Status Per Diem Reimbursement Social Security Bounty Payments Voucher Comparison	Committed During Period DOC Inmate Pre-Release Program Felon Day State Responsible Held by Agreement Inmates Serving 12 Months or Less Inmates with Pending Charges Jail Contract Bed List Jail Roster Report Monthly Activity Comparison Monthly ADP Comparison Monthly Billing Report – FEDS ONLY Monthly Billing Report Monthly Financial Detail Monthly Jail Summary Payment Status Per Diem Reimbursement Possible Error Report Reconciliation Balancing Report Released During Period

<b>INMATE STATUS</b>	<b>ROUTINE</b>
Average Age of Inmates DOC Inmate Pre-Release Program Drunk in Public Felon Day State Responsible Held for Jurisdiction Housed in Another Jail Inmate Data Information Report Inmates Serving 12 Months or Less Inmates That Require DNA Sample Jail Contract Bed (JCB) Inmate List by Reason Released List by Reason Confined Misdemeanor Good Time Release Monthly School District Census Out-of-State Contract Prisoners Payment Status Pre-trial Confinements Pre-trial Releases Pretrial Report	Committed During Period Data Integrity Error Report Inmates with Pending Charges Insurance Report Jail Roster Report Monthly Activity Comparison Monthly Jail Summary Possible Error Report Released During Period Social Security Bounty SSN Verification Results VCC Code Search

<b>FEDERAL</b>	<b>MISCELLANEOUS</b>
Annual Survey of Jails Report (CJ5) Inmate Counts Report (CJ9) Monthly Billing Report – FEDS ONLY SCAAP – State Criminal Alien Assistance Program	Average Age of Inmates Monthly ADP Comparison VCC Search

The following report will be moved from Forms Maintenance to Inquiry Menu:

- ✓ Search by Local ID report will be moved to the Inquiry Menu

The following report names will change:

OLD REPORT NAME	NEW REPORT NAME
Current Jail Rosters	Jail Rosters
Historic Jail Roster	Jail Rosters
Jail Roster for Period	Jail Rosters
Out of Compliance File	Felon Days State Responsible
Legislative Changes/Pending Charges	Inmates With Pending Charges
Insurance Report and File	Insurance Report

The following new reports will be added to Forms Maintenance:

- ✓ Auditor Query Reports
- ✓ Insurance Report
- ✓ Payment Status
- ✓ Per Diem Reimbursement
- ✓ Reconciliation Balancing Report
- ✓ VCC Code Search

The following reports will be eliminated:

- ✓ Current Jail Roster File
- ✓ Currently Available Download Files
- ✓ Legislative Changes/Serving 12 Month
- ✓ Legislative Changes/SR Inmates
- ✓ Felony Charges Pend Mis/Ord Charges

b. Report Requests

- i. Debbie Hamlet, Blue Ridge Regional Jail requested new report to capture local responsible and state responsible inmates. The report has been developed and is to be placed into production. Anne Wilmoth will e-mail screen prints to Committee members to review. *To be discussed at November 2003 meeting.*
  - ii. Ron Wise, Alexandria City – a new report to capture local responsible and state responsible inmates. Committee approved the development and addition of new Payment Status Report in Forms Maintenance on LIDS.
  - iii. Karen Day, Danville City – add query for a Detailed Summary to check written log book against LIDS during in-house audit. Committee denied. Compensation Board recommends written authorization giving other LIDS users authority to certify LIDS reports.
  - iv. Reginald Tinsley, Richmond City – a new report that compares current roster or ending count with ending count of previous month that reports the plus and minus details of commits and releases, and details inmates currently committed that were not committed in previous ending count and inmates that were released who were active in the previous ending count. Committee approved the development and addition of Reconciliation Balance Report on LIDS. The report will look identical to recon option 2 – by financial type.
  - v. Vicky Yarbrough, Pittsylvania County Jail, requested that Insurance Report that lists new entries for a specific time frame be developed and added on LIDS. Committee approved development and addition to Forms Maintenance on LIDS.
  - vi. Karen Day, Danville City Jail, requested that a DNA/SID # report be developed and added to Forms Maintenance. *To be discussed at November meeting.*
- c. Sue Kelly-Graham, Compensation Board, made suggestion that the meeting Agenda and Minutes be posted on the Compensation Board website in lieu of e-mail notification. Committee member list will also be posted on the CB website. Committee approved.
  - d. Bruce Folks, Rockingham County Jail, reported that the Immigration and Naturalization Service (INS) has a new name, it is now called the Department of Homeland Security Bureau of Immigration & Customs Enforcement (ICE). Notification will be placed in the August 2003 LIDS Newsletter.
  - e. Committee agreed that if a committee member does not attend three consecutive meetings or send a person in his/her place, the member will be sent a written warning.

**VI. Committee Resignation**

- Committee accepted Col. F. Glen Aylor, Central Virginia Regional Jail resignation. Col. Aylor was promoted to Superintendent and tendered resignation effective October 1, 2003.

**VII. Committee Recommendation**

- Committee recommended Bruce Folks, Rockingham County Jail. Alice Coe will approach Mr. Folks, and if Mr. Folks concurs, she will seek Sheriff Farley's approval.

**VIII. Training Academy Tour**

Lt. Mike Dixon and Anna Earnhardt gave a brief tour of the training academy.

**IX. Discuss Quarterly Committee Dates**

- a. November 13, 2003 – Danville City Jail
- b. February, 2004 – ? DOC, Richmond – Felicia Berger will research – *To be discussed at November, 2003 meeting.*